ASH MANOR SCHOOL, MANOR ROAD, ASH, SURREY, GU12 6QH
Tel: 01252 353900
NoR: 1300
Head Teacher: Ms A Bailey

EXAMINATIONS MANAGER

Surrey Grade PS8 £38,090 - £41,134 FTE (Actual £35,289 - £38,109)
36 hours per week (8am – 4pm), Term Time plus 3 weeks (including 5 INSET days)
Required as soon as possible

Ash Manor School is a successful 11-16 mixed comprehensive school committed to providing an exceptional education for the community it serves.

We are looking to appoint an energetic, confident and enthusiastic individual to join our friendly and supportive school in managing the school's examination and assessment processes. The successful applicant will have exceptional organisational skills, excellent attention to detail and well-developed IT skills. You will work well under pressure and efficiently meet deadlines.

Some flexibility in working hours will be required during the busy exam season.

Responsibilities include:

- Managing all arrangements for public examination entries e.g. GCSE and equivalent, ensuring these are conducted in accordance with Joint Council for Qualifications (JCQ) and examination board regulations
- Managing all internal tests
- Collaborate with the Data and Assistant Exams Officer
- Support in other administrative areas

Potential applicant visits are welcomed. Visit https://www.ashmanorschool.com/Vacancies/ Applications to be sent to recruitment@ashmanorschool.com

Please note we DO NOT accept CV's. All applications should be on an Ash Manor School Support Staff application form which can be found on the website.

Interviews will take place once a suitable field of candidates is achieved.

This post is exempt from the Rehabilitation of Offenders Act 1974. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for this role. You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. More information regarding this can be found on the application form.

